

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Associate Energy Specialist (EFF)	Position No. 410-4938-xxx
CBID: R10	Office: Appliances and Outreach and Education
Date Prepared: August 16, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent will perform responsible, varied and complex technical and analytical work which requires, on a regular basis, a high level of knowledge, skill, and ability that is demonstrably above the journey level in the field of appliance efficiency for certification, enforcement, and outreach program activities.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% Assist technical and engineering staff and the Chief Counsel's Office by helping to develop proposed regulatory language and prepare rulemaking documents for appliance efficiency rulemakings under Title 20, and preparing and drafting comment letters, statements, and analysis on federal appliance efficiency rulemakings and regulatory proceedings. Provide administrative support for meetings, workshops, and hearings. Report the economic benefit and cost effectiveness analyses of proposed appliance efficiency technologies; and technologies that may increase the penetration of appliance energy efficiency; and the net economic value of a variety of appliance efficiency technologies, programs and activities, individually and collectively, to the overall California electricity supply. As part of a team, provide recommendations to decision makers as to resource allocations and benefit assessment of appliance efficiency initiatives. (E)
- 25% Data Certification: Process and analyze, including for accuracy, manufacturer certification submittals for compliance with Title 20 regulations. Under the direction of program lead staff, respond to certification applications from manufacturers and third party certifiers. As a team member, prepare technical analyses, recommendations, and validations for new and amended appliance efficiency standards. (E)
- 15% Compliance Assistance: Respond to requests for assistance, information, and necessary action from industry, consumers, government agencies, advocacy groups, and others interested in energy efficiency, policy, programs, and technologies. (E).

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- 10% **Contract Management:** Provide contract support and input in the solicitation development and evaluation of upcoming test lab reports, market survey and/or database programming contracts. In addition, provide contract management review of contract deliverables and invoices. (E)
- 5% **Compliance:** Provide data input by compiling and maintaining a list of regulated retailers, trade associations, professional associations, etc. (E)
- 5% **Perform other duties as required consistent with the specifications of this classification.** (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div>Associate Energy Specialist (EFF)</div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Leah Mohnney Date </div> <div>Acting Energy Commission Supervisor II (EFF)</div>